

## PARALEGAL WORKSHEET

### INSTRUCTIONS

Use this worksheet to report all time expended by paralegals in connection with the appointment for which compensation is claimed.

- **"USDC Case No."** - Insert the case number of the case.
- **"USDC Case Name"** - Insert the name of the defendant.
- **"Rate"** - Indicate the typical hourly rate charged by your firm for paralegal services to a fee-paying client
- **"Date"** - Insert the date the service was rendered.
- **"Name & Rate"** - Enter the name of the paralegal performing the service and the hourly rate of compensation charged for that person.
- **"Description of Services"** Provide a brief description of services provided (sufficient detail for the reviewing judicial officer to determine the reasonableness of the time expended in relation to the service provided).
- Select the appropriate classification for the service rendered and enter the time in increments of a tenth of an hour in the "Time" box.
- **"Amt"** — Multiply the time expended by hourly rate and enter in the "Amt" box.

Total the time expended and amounts claimed by all paralegal in each category and the time expended and compensation claimed by the paralegal in all categories, and enter in the corresponding box on either the CJA 20 or CJA 21, whichever is appropriate.